



Director of Parks & Strategic Planning City of Wheeling

The City of Wheeling is accepting resumes for the position of Director of Parks & Strategic Planning.

The Director of Parks & Strategic Planning will perform planning duties in a municipal parks and recreation system, working with the City Manager and Public Works Director to develop comprehensive site plans, master plans, playground plans, and specification for city parks. The Director will be responsible for the coordination of the strategic planning process and development. The position will also involve providing planning and design instructions to the Public Works Director and additional staff of the City as needed.

The Director of Parks & Strategic Planning is responsible and accountable for both long-term and short-term planning to provide for the highest quality public parks, trails, open spaces, and recreation opportunities for the residents of Wheeling and its visitors.

Job Duties and Tasks:

- Coordinate and facilitate comprehensive and strategic planning for the City.
- Work with all divisions and managers to facilitate and complete any planning efforts needed with designing and up keep of the City parks.
- Assist City Manager, Public Works Director and Community Relations Manager in special projects, individually and in partnership with other agencies and community groups.
- Plan and conceptually design public parks, trails, open space, and playgrounds as needed.
- Responsible for initiating a downtown streetscaping, landscaping and beautification program, partnering with WNHAC and Reinvent Wheeling, businesses and landscape professionals to create a sustainable city.
- Partner with other local, state and federal programs and/agencies for opportunities regarding planning, developing, sponsoring, and maintaining existing and new parks, grounds and open space within the city limits.
- Develops and nourishes a strategic partnership with the Ohio County Schools to maximize utilization of both city parks and recreation facilities within the school district, including athletic fields, gymnasiums, playgrounds, open spaces, etc.
- Seek and apply for appropriate grants or programs for parks and/beautification projects.

The above statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an

exhaustive or all-inclusive listing of the position, duties, and tasks as they may change or be adjusted, as situations require.

Job Specifications:

- Experience with comprehensive project and public planning and master planning
- Understanding of design standards & specifications, bid development, and project management.
- Knowledge of parks and recreation operational policies, procedures, accepted planning standards.
- Strategic planning of company or organization.
- Grant writing experience.
- Effective organizational and interpersonal communication skills
- The ability to effectively communicate verbally and in writing
- Demonstrated leadership within groups
- Microsoft Excel, Microsoft PowerPoint, Microsoft Word, and desktop publishing proficiency
- Ability to manage multiple tasks with a variety of groups to include staff (full and part-time), partner groups, and contracted consultants
- Requires the ability to set and achieve goals through effective decision-making
- Requires bachelor's degree in landscape architecture or related field with planning and design experience in the parks and recreation field.
- Ability to lift a minimum of 30 pounds

You must meet one of the following requirements: Bachelor's Degree in Park & Recreation Administration, Public Administration, Landscape Architecture or a closely related field; at least three years of experience, comprehensive short-range and long-range planning skills or the ability and experience in planning, establishing and evaluating a vision for the City.

Highly Desirable Experience:

- Presentations to public hearings, community planning groups, and other advisory bodies.
- Preparation of policy documents, policies, studies, reports, etc. related to park and recreation standards, procedures and projects.
- Design and construction management of major landscape architectural projects.
- Experience/training with Computer Aided Drafting and Design (CADD), computer graphic programs, and/or Geographical Informational System (GIS) software.
- Experience in a consulting role or experience performing and implementing organizational appraisals for city agencies is desired
- Knowledge of park and open space issues, industry trends, creative financing, development, capital construction management and status appraisals.

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Upon hire, the employee must secure and maintain residency within the City of Wheeling or Ohio County or of certain portions of Marshall County and Brooke County, including geographic area south of Moundsville, WV and extending north to Bruin Drive, north of Wellsburg, WV and bounded by the Ohio River upon the West and the Pennsylvania State line upon the East, within six (6) months of employment.

The City offers an excellent benefits package.

Applicants with the required qualifications interested in applying for this position must submit a letter of interest outlining specific qualifications and/or resume no later than **Wednesday, September 14, 2016**, to:

Teresa Hudrlik, Human Resources Director
City of Wheeling
Human Resources Department
1500 Chapline Street, Room 301
Wheeling, WV 26003

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